



ACCEPTANCE OF SERVICES

PROCEDURE ID: YMP-LBNL-QIP-4.2

REV. 1, MOD. 0

EFFECTIVE: 10/21/96

1. PURPOSE

This quality implementing procedure (QIP) establishes measures to ensure that the receipt of purchased services includes all necessary inspections to meet all applicable quality assurance (QA) requirements.

2. SCOPE

This procedure applies to the acceptance of services purchased according to Yucca Mountain Project - Lawrence Berkeley National Laboratory (YMP-LBNL) procedures YMP-LBNL-QIP-4.0, *Contract Development* and YMP-LBNL-QIP-4.1, *QA Contract Content*. This procedure does not apply to services not covered under the scope of the foregoing two QIPs. Purchases processed or in process prior to the effective date of this revision will require no remedial action as a result of this revision.

3. PROCEDURE

- 3.1 Upon final acceptance of services, the Requester or designee shall perform an inspection and complete Attachment 1, Acceptance Inspection Report, based on the acceptance criteria described in the contract per YMP-LBNL QIP 4.0 and YMP-LBNL QIP 4.1.
- 3.2 In Part I of Attachment 1, the service shall be described, purchase order number and identification number (if available) given, and the project identified.
- 3.3 In Part II of Attachment 1, for materials shipped/returned, each of the applicable categories shall have one box checked, according to whether the inspection shows that the received item is satisfactory (SAT.), unsatisfactory (UNSAT.), or the category is not applicable (N/A).
- 3.4 In Part III of Attachment 1 (for services) after evaluation against its acceptance plan, the appropriate box shall be checked according to whether the service is acceptable or unacceptable.
- 3.5 Part IV of Attachment 1 must be completed by the individual performing the inspection. The inspector shall provide his/her title, and sign and date the form.
- 3.6 Attachment I shall be completed and submitted to the YMP-LBNL Records Processing Center within 30 days.

4. RECORDS MANAGEMENT

4.1 Lifetime

Attachment 1, Acceptance Inspection Report

4.2 Non-permanent

None.

4.3 Controlled Documents

None.

4.4 Records Center Documents

Records associated with this procedure shall be submitted to the YMP-LBNL Local Records Processing Center, in accordance with YMP-LBNL-QIP-17.0, *Submitting Records to the YMP-LBNL Records Processing Center*.

5. RESPONSIBILITIES

5.1 The **Requester**, or designee, is responsible for inspecting the received materials or services, completing the Acceptance Inspection Report form, and submitting the form to the QA Office.

6. ACRONYMS AND DEFINITIONS

6.1 Acronyms None.

6.2 Definitions None.

7. REFERENCES

YMP-LBNL-QIP-4.0, *Contract Development*.

YMP-LBNL-QIP-4.1, *QA Contract Content*.

YMP-LBNL-QIP-17.0, *Submitting Records to the YMP-LBNL Records Processing Center*.

8. ATTACHMENTS

Attachment 1: Acceptance Inspection Report

9. REVISION HISTORY

9/22/95 - Revision 0, Modification 1:

Addressed lifetime vs. non-permanent records.

10/21/96 - Revision 1, Modification 0:

Revised procedure to reflect requirements changes in QARD, Rev. 5.

Changed name of procedure to more accurately reflect contents.

10. APPROVALS

Preparer:

Date

Technical Reviewer:

Date

Technical Reviewer:

Date

QA Reviewer:

Date

Quality Assurance Manager:

Date

Project Manager:

Date

ACCEPTANCE INSPECTION REPORT

Part I Description of Service(s) Provided	PR Number		
	ID Number/Property Number (N/A If Not Applicable)		
	Project		

Part II Acceptance Criteria for Equipment/ Materials Shipped by Contractor	SAT.	UNSAT.	N/A

Part III Complete for Services			
The service was evaluated against its Acceptance Plan for the Yucca Mountain Site Characterization Project and found			
<input type="checkbox"/> ACCEPTABLE			
<input type="checkbox"/> NOT ACCEPTABLE			
Explain: _____			

Part IV			
<input type="checkbox"/> The Service(s) are Accepted for the Yucca Mountain Site Characterization Project			
<input type="checkbox"/> The Service(s) are Rejected for the Yucca Mountain Site Characterization Project			
Inspected by			
Signature		Title	Date